

# Recreation Facilities Supervisor III (Rink Supervisor)

## DCR Parks and Recreation

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### **Duties:**

Manages, supervises and coordinates the operation and maintenance of a recreational cluster which include facilities such as skating rinks, swimming pools, playgrounds, ball fields and related structures; inspect and perform routine maintenance and repair of equipment and facilities.

Supervises the opening and closing of these seasonal facilities and the off season, refurbishing of facilities, painting and repair of such facilities; prepare estimates and specifications for maintenance projects, recommend equipment, materials and supplies for purpose; maintain inventories and prepare requisitions for supplies.

Supervises a staff of both permanent and seasonal employees, monitor and enforce safety rules and regulations; ensure the proper upkeep and cleanliness of these facilities, including the cleaning of showers and restrooms, trash removal and ground maintenance, perform other duties such as preparing financial statements, reports, daily log sheets, correspondence and memos etc.

Perform other related work as required.

**Salary is** \$1,272.95 bi-weekly

### **TO APPLY**

Please send a Cover Letter, Resume and DCR Seasonal Application Form to the applicable Regional Office available at:

[www.mass.gov/dcr/employment.htm](http://www.mass.gov/dcr/employment.htm)

or by contacting DCR at 617-626-1250.

*(Applications will be accepted until all positions are filled)*

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DCR is an Affirmative Action/Equal Opportunity Employer.